



WEST VIRGINIA PURCHASING DIVISION

Emergency Purchase Request Form for Central Purchases

(Purchases Exceeding Agency's Delegated Spending Threshold)

APPROVED
T. L. Smith
9/4/25

Statutory Authority: Pursuant to West Virginia Code §5A-3-15 and 148 C.S.R. 1-7.6, the director may authorize, in writing, a state spending unit to purchase in the open market, without filing requisition or estimate, specific commodities for immediate delivery to meet bona fide emergencies arising from unforeseen causes.

Follow-up Award Requirements: Effective July 1, 2024, agencies have delegated authority, upon written approval, to process all emergency purchases as agency contracts. Agencies must submit all contract documents to Purchasing.Division@wv.gov no later than 30 days of issuance.

Description of the emergency circumstance(s) that led to this emergency purchase request:

(What is the emergency situation? Provide detailed information.)

see the attached document

Proposed remedy:

(What is the item or service that needs to be purchased to remedy the emergency situation in the short term?)

The Division of Labor (DOL) needs to hire a contractor to repair the building, fence, steps, water supply line, natural gas line, electrical work and HVAC system at the Weights and Measures building in Saint Albans.

Estimated cost:

(How much will the items or service cost to rectify the situation? Include total cost.)

Estimated costs are around \$80,000.

Proposed duration/quantity:

(If a service is needed, how long will you need it until you can properly bid out a long-term solution? If an item is needed, how many does your agency need?)

This service is a long term solution.

As soon as the agency is able to give the contractor approval, work can begin within 1-2 weeks and has an estimated completion time of 30 days.

Description of the emergency circumstance(s) that led to this emergency purchase request: (What is the emergency situation? Provide detailed information.) Continued.

On July 31, 2025, the Division of Labor's Weights and Measures manager, Tory Brewer, received a phone call from the Kanawha County Sheriff's office stating that a vehicle crashed into our property located in Saint Albans. Upon arriving, it was discovered that a newer model white Toyota Tacoma had driven through the fence and struck the building.

The accident left a significant sized hole (approximately 16' x 9') in the side of the building, destroyed a portion of the fence and a staircase leading to the second-floor porch/door, and destroyed the HVAC system. Once the inside damage was assessed, it was also discovered that the truck damaged the kitchen/breakroom area, which also damaged the water supply line, natural gas line, and electrical work.

The firefighters that responded to the accident were able to patch the hole with plywood and 2 x 4s, but this is a temporary fix that needs to be replaced as soon as possible. With the natural gas line not working, the emergency generators that we have in the lab will not work. These generators are a necessity to maintain environmental controls in the lab and to access the server in the case of a power outage.

Please see the photos below.



The night of the accident.



Temporary fix.